DP42. Information Retention and Disposal Schedule

Introduction

The Council's Information Retention and Disposal Schedule contains details of when information and records should be disposed of.

Some information is kept on permanent records (e.g. Committee Report). Other records such as financial, personnel, VAT and commercial have to be kept for a period of time to comply with the law.

Most other information need only be kept for as long as the information is necessary and is being used for business or audit purposes.

This is required to comply with the General Data Protection Regulation (GDPR) Principle of Storage Limitation under Article 5(1)(e), namely that:

1. Personal data shall be:

(e) kept in a form which permits identification of data subjects ***for no longer than is necessary*** *for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject*

The Adur & Worthing Councils will also follow the Information Commissioner's guidance on storage limitation.

Comments or enquiries should be directed at the Adur & Worthing Councils' Data Protection Officer - data.protection@adur-worthing.gov.uk.

List of Services	Last Reviewed
1. Electoral Services	
2. Legal Services	27/04/2021
3. Place and Economy	
4. Housing	
5. Crematorium & Cemeteries	21/04/2021
6. Environmental Health	01/10/2018
7. Democratic Services – Committee Team	22/10/2020
8. Democratic Services – Civic Office	01/05/2020
9. Financial records	
10. Community Safety	
11. Wellbeing Hubs (Core, Weight Management, Pre-Diabetes, Get Active)	
12. Wellbeing Hubs (Commissioned Projects)	
13. Going Local	
14. Adur Community Grants	
15. Revenues	
16. Museums and Theatres [No longer in use - archived]	
17. Benefits	06/10/2020
18. Planning	20/04/2021
19. Planning Development Management	03/10/2018
20. Pre-Diabetes	
21. Weight Management	
22. Get Active	
23. IT Junction	
24. Eastbrook Manor Community Centre Bookings	
25. Service Directory	
26. Break 4 Change (October 17 programme – 2018 no longer funded by A&W - archived)	
27. Prostate Cancer Drop In	
28. Probation and Wellbeing	
29. Active Grub Club	
30. Anti-Social Behaviour	
31. Parking Services	23/04/2020
32-33 free to use	
34. Information Governance - Data Protection and Information Requests	20/04/2021

35. Business Support	28/04/2020
36. Colonnade House	27/05/2020
37. Sustainability	07/01/2021
38 - 44 free to use	
45. Human Resources and Payroll	15/09/2020
46. Health and Safety	15/07/2020
47. Emergency Planning	15/07/2020
48. Customer Services/Customer insight/Social media/Complaints	05/05/2020

1. Electoral Services

Ref.	Type of document	Basis of collection	Retention Period
1.1	Household Enquiry Form	Legal Obligation	July to end of December
1.2	Invitation to Register	Legal Obligation - Hard copy	1 month (maximum)
1.3	Request for Evidence	Legal Obligation	1 month (maximum)
1.4	Applications from Anonymous Elector	Legal Obligation	1 Year
1.5	Absent Vote (or Personal Identifier Signature Refresh) Applications	Legal Obligation	5 Years
1.6	Requests for Copies of the Electoral Registers	Legal Obligation	2 Years
1.7	Personal e-mails	Consent	As long as individual remains elector within Adur & Worthing
1.8	Nomination Papers	Legal Obligation	1 Year
1.9	Ballot papers and Lists	Legal Obligation	1 Year
1.1	Marked Registers	Legal Obligation	1 Year
1.11	Election Expenses	Legal Obligation	1 Year
1.12	Staff Details	Consent	Until deletion requested
1.13	Polling Station Booking Forms	Consent	1 Year

2. Legal Services

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
2.00	Code of Conduct Complaints	Case File	6 years from date after complaint resolution	Common Practice	Destroy
2.01	Constitution / Committee - Council Meetings	Case File	6 years from the date of meeting	Common practice	Destroy
2.02	Contract - Concessionary Agreement	Case File	From the date of completion Ordinary – 6 years By Deed – 12 years	Common practice	Destroy
2.03	Contract - Grant Agreement (Domestic/EU)	Case File	From the date of completion Ordinary – 6 years By Deed – 12 years	Common practice	Destroy
2.04	Contract Building - Bond /Collateral Warranty	Case File	From the date of completion of the works or the date of Practical completion whichever is the later Ordinary - 6 years By Deed - 12 years	Common practice	Destroy
2.05	Contract Building - ICE Agreement	Case File	From the date of completion of the works or the date of Practical completion whichever is the later Ordinary - 6 years By Deed - 12 years	Common practice	Destroy
2.06	Contract Building - NEC Agreement	Case File	From the date of completion of the works or the date of Practical completion whichever is the later Ordinary - 6 years By Deed - 12 years	Common practice	Destroy
2.07	Contract Building -JCT (Joint Contracts Tribunal)	Case File	From the date of completion of the works or the date of Practical completion whichever is the later Ordinary - 6 years By Deed - 12 years	Common practice	Destroy
2.08	Contract -External Funding Agreement	Case File	From the date of completion Ordinary – 6 years By Deed – 12 years	Common practice	Destroy
2.09	Contract General -Collaboration and Partnership agreement	Case File	From the date of completion Ordinary – 6 years By Deed – 12 years	Common practice	Destroy
2.10	Contract General -Consultancy Agreement	Case File	From the date of completion Ordinary – 6 years By Deed – 12 years	Common practice	Destroy
2.11	Contract General -Framework Agreement	Case File	From the date of completion Ordinary – 6 years By Deed – 12 years	Common practice	Destroy

2. Legal Services

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
2.12	Contract General -Letter of Intent/Pre-contractual agreement	Case File	From the date of completion Ordinary – 6 years By Deed – 12 years	Common practice	Destroy
2.13	Contract -ICT agreement	Case File	From the date of completion Ordinary – 6 years By Deed – 12 years	Common practice	Destroy
2.14	Contract -Supply of Goods and Services	Case File	From the date of completion Ordinary – 6 years By Deed – 12 years	Common practice	Destroy
2.15	Conveyancing - Courtfields	Case File	12 years	Statutory & Common law	Destroy
2.16	Conveyancing - Deeds of title	Document	Permanent in strong room	Statutory	Transfer to place of deposit after administrative use is concluded
2.17	Conveyancing - Easement	Case File	12 years	Statutory & Common law	Destroy
2.18	Conveyancing - Garage Licence /Grazing Licence	Case File	7 years after the expiry of the license	Common practice	Destroy
2.19	Conveyancing - Investigation of Title/Report on Title	Case File	12 years	Statutory & Common law	Destroy
2.20	Conveyancing - Land Registration	Case File	12 years	Statutory & Common law	Destroy
2.21	Conveyancing - Lease grant/renewal/ surrender/variation/extension	Case File Lease agreements	12 years after the expiry of the lease	Common practice	Destroy
2.22	Conveyancing - Licence to Assign /Underlet /Alterations	Case File	12 years	Statutory & Common law	Destroy
2.23	Conveyancing - Notice of Transfer/Mortgage	Case File	12 years	Statutory & Common law	Destroy
2.24	Conveyancing - Private Sector Lease	Case File Lease agreements	12 years after the expiry of the lease	Common practice	Destroy
2.25	Conveyancing - Purchase	Case File Plans Tender Documents	Reviewable after 15 years	Statutory & Common law	Destroy
2.26	Conveyancing - Rent Review	Case File	12 years	Statutory & Common law	Destroy
2.27	Conveyancing - Right to Buy	Case File	12 years	Statutory & Common law	Destroy

2. Legal Services

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
2.28	Conveyancing - Sale of Council property/site	Case File	12 years	Statutory & Common law	Destroy
2.29	Conveyancing - Section 156A Certificate (Housing Act 1985)	Case File	12 years	Statutory & Common law	Destroy
2.30	Conveyancing - Section 25 Notice (Landlord & Tenant Act 1954)	Case File	12 years	Statutory & Common law	Destroy
2.31	Conveyancing - Tenancy at Will	Case File	12 years	Statutory & Common law	Destroy
2.32	Conveyancing - Works Consent	Case File	12 years	Statutory & Common law	Destroy
2.33	Conveyancing -Mortgage Redemption	Case File	12 years after mortgage completed	Statutory & Common law	Destroy
2.34	Debt Recovery - Adur Homes HRA, Sundry Debt	Case File	6 full financial years + current year after final settlement of the debt	Statutory (if contractual) & Common practice	Destroy
2.35	Debt Recovery -Commercial Rent	Case File	6 full financial years + current year after final settlement of the debt	Statutory (if contractual) & Common practice	Destroy
2.36	Debt Recovery - Council Tax	Case File	6 full financial years + current year after final settlement of the debt	Statutory (if contractual) & Common practice	Destroy
2.37	Debt Recovery - Empty Property	Case File	6 full financial years + current year after final settlement of the debt	Statutory (if contractual) & Common practice	Destroy
2.38	Debt Recovery - Homelessness	Case File	6 full financial years + current year after final settlement of the debt	Statutory (if contractual) & Common practice	Destroy
2.39	Debt Recovery - Housing Benefit	Case File	6 full financial years + current year after final settlement of the debt	Statutory (if contractual) & Common practice	Destroy

2. Legal Services

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
2.40	Debt Recovery - Housing r/c works	Case File	6 full financial years + current year after final settlement of the debt	Statutory (if contractual) & Common practice	Destroy
2.41	Debt Recovery - Leasehold	Case File	6 full financial years + current year after final settlement of the debt	Statutory (if contractual) & Common practice	Destroy
2.42	Debt Recovery - Sundry Debt	Case File	6 full financial years + current year after final settlement of the debt	Statutory (if contractual) & Common practice	Destroy
2.43	Employment	Case File	6 years from resolution/settlement/termination of employment (Also refer to HR retention schedule - dependent on nature of matter)	Common practice	Destroy
2.44	General Advice Files - Client	Case file	6 years then review	Common practice	Destroy
2.45	Homelessness - Section 202 Review	Case File	Last action on case + 6 years	Common practice	Destroy
2.46	Licensing- Gambling /Liquor/Private Hire/Taxi	Case File	7 years after the expiry of the license	Common practice	Destroy
2.47	Litigation - Civil Injunction	Case File	7 years after the last action	Common practice	Destroy
2.48	Litigation - Housing Possession non-secure/secure	Case File	12 years from date of Judgment	Statutory	Destroy
2.49	Litigation – Travellers /trespassers	Case File	7 years after the last action	Common practice	Destroy
2.50	Non-Client	Case File	2 years	Common practice	Destroy
2.51	Ombudsman	Case File	12 years from decision by Ombudsman (decision could be time barred after 6 years)	Statutory	Destroy
2.52	Planning - Appeal / Enforcement	Case File	10 years	Common practice	Destroy
2.53	Planning - Appeal / Enforcement	Enforcement Notices	Permanent in strong room	Statutory	Transfer to place of deposit after administrative use is concluded.
2.54	Planning - Article 4 directions	Directions	Permanent in strong room	Statutory	Transfer to place of deposit after administrative use is concluded.
2.55	Planning - Building Control	Case File	Close of case + 6 years then review	Common practice	Destroy

2. Legal Services

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
2.56	Planning - Bye-law's Enactment	Master set of bye-laws Policy development documents Correspondence Submissions	Permanent in strong room	Common practice	Transfer to place of deposit after administrative use is concluded.
2.57	Planning - Bye-law's Enactment	Case File	6 years after date of last action on the byelaw	Common practice	Destroy
2.58	Planning - Compulsory Purchase Order	Case File	15 years	Statutory	Destroy
2.59	Planning - Compulsory Purchase Order	Order	Permanent in strong room	Statutory	Transfer to place of deposit after administrative use is concluded.
2.60	Planning - S106 Agreements /Deed of Variation	Agreements Orders	Permanent in strong room	Common practice	Transfer to place of deposit after administrative use is concluded.
2.61	Planning - S106 Agreements/Deed of Variation	Case File	6 years	Common practice	Destroy
2.62	Prosecution - Environmental Health	Case File	6 years or expiry of sentence if later	Statutory	Destroy
2.63	Prosecution - Health & Safety	Case File	6 years or expiry of sentence if later	Statutory	Destroy
2.64	Prosecution - Housing Benefit Fraud	Case File	6 years or expiry of sentence if later	Statutory	Destroy
2.65	Prosecution - Planning	Case File	6 years or expiry of sentence if later	Statutory	Destroy
2.66	Prosecution -Other	Case File	6 years or expiry of sentence if later	Statutory	Destroy
2.67	Records obtained as a result of Directed Surveillance	Case File	Until a decision is made whether or not to take proceedings. If prosecuted and convicted, then until the end of any appeals process, if sentenced to custody until release or in other cases, 6 months after the Order.	**The RIPA Act 2000**	Destroy

3. Place and Economy

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
3.1	Public Service Application Forms - Personal information in relation to completed application to process a particular service	Promotional Items in Adur Towns – Banners/ A4 posters in Community Notice Boards/ 6-sheet posters in bus shelter media panels	Destroy records as they become obsolete or are no longer required	Common practice	Shred confidentially
		Events (Land Hire)			
		Filming permits			
		Markets			
		Business grants			
3.2	Public Service Application Forms - Personal information in relation to completed applications that lead to a licence	Concessions	6 years	Statutory	Shred confidentially

4. Housing

Ref	Types of Records	Retention Period	Storage Media	Location	Governing Body
4.1	Housing Register	Permanent	Digital	Orchard HMS Home Connections	The Housing Act 1996 (as amended)
4.2	Housing Register Applications		Digital	Orchard HMS Home Connections Info@Work HomeMove MATs	The Housing Act 1996 (as amended)
	Unsuccessful	1 year			
	Successful – housed in Adur Homes	Transfer to tenancy File once housed			
	Successful – Housed with another Provider	6 years once housed			
4.3	Homelessness Applications		Digital	Orchard HMS Info@Work	The Housing Act 1996 (as amended)
	Unsuccessful	1 year			
	Successful	6 years			
4.4	Temporary Accommodation records	1 year after customer account cleared	Digital	Orchard HMS Info@Work	Common Practice
4.5	Tenancy Files		Digital	Orchard HMS Info@Work	Common Practice
	Ordinary	Duration of tenancy plus 6 years			
	Under Seal	Duration of tenancy plus 12 years			
4.6	Tenant's Rent Accounts	7 years after end of financial year	Digital	Orchard HMS	The Housing Act 1985 (as amended)
4.7	Leaseholder Files	Duration of Lease plus 15 years	Paper and Digital	Locked Filing Cabinet Info@Work Adur Common Drive?	Common Practice
4.8	Right to Buy Applications	12 years after sale	Digital	Adur Common Drive Info@Work	The Housing Act 1985 (as amended)

4. Housing

Ref	Types of Records	Retention Period	Storage Media	Location	Governing Body
	Repairs and Maintenance				
	Adaptations and Alterations	Permanent			
	Certificates and Guarantees (not annual)	Permanent			
	Gas Safety Certificates	2 years after expiry			
	Asbestos Certificates	Life of building + 40 years			
	Electricity	2 years after expiry			
	Water Test reports	15 years			
	Inspection Reports	15 years			
	Void Period documentation	15 years		Orchard HMS	Common
4.9	All other repairs and maintenance	Duration of tenancy/lease plus 6 years	Digital	Info@Work	Practice
	Disabled Facilities Grants and Repairs Grants				
	Unsuccessful	1 year			
	Successful under £50,000	6 years after last payment		M3 drive and N	Limitations Act
4.10	Successful over £50,000	12 years after last payment	Digital	Drive	1980
4.11	Community Alarm Applications	1 year after end of contract	Digital	Community Alarm Database	Common Practice
4.12	Safe Scheme records (discontinued 31/3/18)	1 year	Digital	N Drive	Common Practice
4.13	Handyman Service records (discontinued 31/3/18)	1 year	Digital	N Drive	Common Practice
4.14	Houses in Multiple Occupancy				
	Notices	7 years from case closure			
	Prosecutions	10 years after closure			
	HMO Public Register	Permanent		M3 drive and N	Housing Act

4. Housing

Ref	Types of Records	Retention Period	Storage Media	Location	Governing Body
	HMO Licenses	2 years after closure	Digital	Drive	2004
4.15	Garage applications				
	Unsuccessful	1 year		Orchard and locked filing cabinet	Common Practice
	Successful	Transfer to tenancy file once allocated garage	Digital and Paper		
4.16	Garage Tenancy files	Duration of Tenancy plus 3 years	Digital and Paper	Orchard and locked filing cabinet	Common Practice

5. Crematorium & Cemeteries

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
5.1	Regulation of cremations	Preliminary application forms Instructions for Disposal of Ashes Statutory cremation forms Certificate for Disposal after Registration or Certificate of Coronor or Certificate of Registration of Stillbirth Authority to cremate cards	5 years	Common practice	Digital archive, destroy originals unless historically interesting records.
5.2	Memorial Records		Permanent	Common practice	Digital archive, destroy originals unless historically interesting records.
5.3	Cremation and burial registers	Ledgers & digital files	Permanent	Common practice	Digital archive, destroy originals unless historically interesting records.
5.4	Regulation of burials	Certificate for disposal after registration or Certificate of Coroner or Certificate of Registration of stillbirth Notice of interment form Burial Advance notification Booking form Burial grant receipt Application to purchase exclusive right of burial for a grave Deed of grant of exclusive right of burial	Permanent	Common practice	Digital archive, destroy originals unless historically interesting records.

6. Environmental Health

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
6.1	Crematorium & cemetery records	Register of interments Cemetery register Cemetery plans	Permanent	Common practice	Offer to Archivist
6.2	Empty properties Data		Permanent	Common practice	Transfer
6.3	Environmental Health Service requests	Nuisance complaints Drainage Food premises complaints Accident complaints Animal Welfare complaints	6 years from last action	Limitation Act 1980 (Section 2)	Destroy
6.4	Exclusion notice (food handlers)		6 years from date of notification	Statutory – Public Health (Control of Disease) Act 1984	Destroy
6.5	Registration requirement	Applications for animal registration Registers Certificates of registration i.e. taxi drivers, gaming Fire certification Food business registration PPC Permits	2 years after registration or entitlement lapses 2 years after entitlement lapses	Limitation Act 1980 (Section 2)	Destroy

6. Environmental Health

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
6.6	Compliance notices	Fire prevention notices Fire prevention infringement notices Abatement Notices Objections to notices Appeals against notices Registration of premises infringement notices Food safety notices Health & Safety notices Fixed penalty notices	6 years after conclusion of the matter 6 years from date building occupier vacates property	Limitation Act 1980 (Section 2) Limitation Act 1980 (Section 2)	Destroy
6.7	Investigation, inspection and monitoring	Fire certification compliance inspections PPC inspections Food Inspection Records Accident Investigation Records Noise monitoring reports/data	6 years	Limitation Act 1980 (Section 2)	Destroy

6. Environmental Health

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
6.8	Prosecution for failing to comply	HASW inspection Food Inspection Records Nuisance investigation Accident investigation Animal Welfare investigation	6 years	Limitation Act 1980 (Section 2)	Destroy
6.9	Infectious disease reports	Infectious Disease Case Records Sporadic Occurrences & Outbreaks Animal Movement Orders	6 years	Limitation Act 1980 (Section 2)	Destroy
6.10	Air Quality	Monitoring data for compliance demonstration	Permanent	Common practice	
6.11	Contaminated Land	All records relating to the maintenance of a register of contaminated land	Permanent	Common practice	
6.12	Water (Private Water Supplies)	All records relating to the analysis of private water supplies	6 years after date of analysis	Limitation Act 1980 (Section 2)	
6.13	Water Quality (bathing, rivers)	All records relating to the analysis of bathing waters	6 years after date of analysis	Limitation Act 1980 (Section 2)	
6.14	Water Quality (swimming pools)	All records relating to the monitoring of the quality of water in public swimming pools and spa pools	6 years after date of analysis	Limitation Act 1980 (Section 2)	
6.15	DBS Certificates	Taxis: Enhanced Certificates LA 03: Standard Certificates	Until Decision made. Only ref. no. recorded		Destroy

6. Environmental Health

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
6.16	Taxi Licensing Files	Register of Licence Holders Driver Licences Vehicle Licences Operator Licences	6 years from date licence expires	Limitation Act 1980	Destroy
6.17	Licensing Act 2003 Files	All records relating to: Premises Personal TENs	6 years from date licence expires 1 year from date of event	Limitation Act 1980	Destroy
6.18	Gambling Act 2005 Files	All records relating to: Premises Licences Permits Lottery Registration	6 years from date licence expires	Limitation Act 1980	Destroy
6.19	Charitable Collections	All records relating to: Street Collections Door to Door Collections	3 year from return receipt	Limitation Act 1980	Destroy
6.20	Street Trading	All records relating to: Permits	6 years from date licence expires	Limitation Act 1980	Destroy
6.21	Scrap Metal Dealers	All Records relating to: Site Licences Collectors Licences	6 years from date licence expires	Limitation Act 1980	Destroy

6. Environmental Health

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
6.22	Other Licences	All Records relating to: Acupuncture Electrolysis Tattoos Sex Establishments	6 years from date licence expires	Limitation Act 1980	Destroy

7. Democratic Services – Committee Team

last reviewed - April 2021

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
7.1	Documents used in preparing business for formal decision-making meetings of the Councils/Committees/Sub-committees	Personal papers Google documents	1 year	Common practice	Destroy (delete google document)
7.2	Registering to speak at a formal meeting of the Council	Registered speakers personal details E form submitted via the website	Until the question has been responded to (either at the meeting or in writing)	Constitution	Destroy (delete google document)
7.3	Council and committee meetings agendas, reports and minutes	Council and committee agendas, reports and minutes Minute Books Index to Minute Books	Permanent - added to Minute books	Local Government Act 1972	Never
7.4	Recording of the Meeting on the website	Digital recording	Retain for 1 year on the website	Council decisions	Destroy after 1 year
7.5	Elected Member / Councillor details	Name Address Political representation Activity i.e. committee	Permanent	Local Government Act 1972 (as amended)	Transfer to place of deposit after administrative use is concluded.
7.6	Handwritten committee notes by the Committee Clerk	Draft/ rough minutes	Until the minutes of the meeting confirmed	Common practice and advice	Destroy
7.7	Member attendance at a meeting	Notes Registers	3 years	Common practice	Destroy

7. Democratic Services – Committee Team

last reviewed - April 2021

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
7.8	Member attendance at training events	Trello cards (‘member’s passport’)	3 years	Common practice	Archive when when Member leaves Office, delete after 3 years
7.9	Member request claim forms (copies)	Electronic Scan	3 years	Common practice	Destroy
7.10	Members Code of Conduct - register of interests	Completed forms (paper or google)	18 months after the end of the term of office	Common practice	Destroy
7.11	Background papers to reports written by officers	Those listed on reports	4 years by the Author writing the report	Local Government Act 1972 s.100D	Destroy
7.12	Declaration Acceptance of office	Book	7 years after last entry	Common practice	Pass to County Archivist
7.13	Notice of motion	Book	7 years after last entry	Common practice	Destroy

8. Democratic Services – Civic Office

Last reviewed May 2020

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
8.1	Civic Head correspondence	Letters and notebooks	3 years	Common practice	Destroy
8.2	Ceremonial events and civic occasions	Visitors book Photographs Newspaper clippings	Permanent	Common practice	Transfer to place of deposit after administrative use is concluded.
8.3	Process of organising a ceremonial event or civic occasion	Correspondence Plans/documents	7 years	Common practice	Destroy
8.4	Books of Condolence	Written pages	Permanent	Common practice	Transfer to place of deposit after administrative use is concluded.

9. Financial records

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
9.1	Individuals using public transportation	Applications Card issue Rail warrants	6 years	Statutory	Destroy
9.2	Balancing and reconciling financial accounts	Reconciliation Summaries of accounts	3 years	Common practice	Destroy
9.3	Taxation records	Taxation records Motor vehicle logs Fringe benefits tax records Group certificates	6 years	Statutory	Destroy
9.4	Collection of national insurance number	Notification and input records	4 years	Statutory	Destroy
9.5	Budget working information	Draft budgets Departmental budgets Draft estimates	3 years with data subject names plus 3 years with data subject names removed	Common practice	Destroy
9.6	Quarterly statements		Destroy after next year's annual budget has been adopted	Common practice	Destroy
9.7	Loans	Loan files	7 years	Statutory	Destroy
9.8	Summary management of loans	Loan registers	Permanent	Common practice	Offer to Archivist
9.9	Cash office – income receipting, bank statements	Receipt stubs – council tax	2 years	Common practice	Destroy
		Daily cash reconciliation sheets			
		Cashier pay in sheets			
		Bank paying in book			
9.10		Collection & Deposit book			

9. Financial records

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
		Original copies of bank statements			
		Cash register rolls			
		Petty cash			
		Vouchers		Common practice &	
	Cashiers payment information	Credit card statements	6 years	Limitation Act 1980	Destroy
9.11	Councillor bank details		6 years from date of ceasing to be a councillor	Common practice	Destroy
9.12		Financial Assessment Forms		Statutory limit to allow	
	Sundry Debtors	Rechargeable works	6 years	for prosecutions	Destroy
9.13		Creditors		Statutory – Limitation Act 1980. Tax Management	
	Invoices	Debtors	6 years	Act 1970.	Destroy
9.14	Personal loans (staff)	Car loans	6 years or for long as employed	Statutory – Taxes Management Act 1970. Income and Corporate Taxes Act 1988.	Destroy
9.15		Authority sheets			
		Payroll deduction authorities			
		Payroll disbursement			
		Employee pay records			
	Personnel records – Payroll	Employee taxation records	7 years	Statutory	Destroy
9.16		Receipts		Management Act. Custom and Excise Notice	
	VAT returns	Invoices	6 years	700.	Destroy
9.17	Applications for concessionary Fares		6 years	Common practice	Destroy

9. Financial records

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
9.18	Insurance policies		Permanent	Common practice	Transfer to place of deposit after administrative use is concluded.
9.19	EU funded grant applications		12 years	EU inspection period is a condition of the grant	Destroy
9.20	Incident reports and related correspondence		21 years	Statutory – Limitation Act 1980 Latent Damage Act 1986	Destroy
9.21	Claims Register		Permanent	Common practice	N/A
9.22	Settlement of claims		21 years	Common practice	Destroy
9.23	Employers Liability Certificates		40 years	Statutory – Employers Liability (Compulsory Insurance) Regulations 1998	Destroy
9.24	General audit assignments	Audit reports Working papers Interim reports	6 years from the end of the financial year.	Common practice	Destroy
9.25	Audit Reports and papers used in the course of a fraud investigation.	Audit reports Working papers Interim reports	Destroy records as they become obsolete or are no longer required	Common practice	Destroy
9.26	Audit Reports where these have included an examination of a long-term contract.	Audit reports Working papers Interim reports	6 years from the end of the financial year.	Common practice	Destroy
9.27	Paid invoices relating to Internal Audit Services		6 years from the end of the financial year.	Common practice	Destroy
9.28	Audit Reports		15 years from the end of the financial year.	Common practice	Destroy

9. Financial records

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
9.29	Audit Plans and Strategies		Keep in office for 1 year after date of last plan.	Common practice	Destroy
9.30	Budget working papers		3 years from the end of the financial year.	Common practice	Destroy
9.31	Copies of Council minutes and agenda papers		Retain in office for current use for 3 years if not held elsewhere	Common practice	Destroy
9.32	Copies of minutes, agendas, reports relating to special Audit interest groups		Keep in office for 3 years.	Common practice	Destroy
9.33	Internal Audit Guides and Instructions		Retain in office for current use until superseded.	Common practice	Destroy
9.34	Flexiforms: timesheets (internal audit use)		Keep in office for current year and previous year.	Common practice	Destroy

10. Community Safety

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
10.1	Anti-Social behaviour orders		7 Years	Common Practice	Destroy
10.2	Anti-Social database		7 Years	Common Practice	Destroy
10.3	CCTV Images		TBC	TBC	TBC
10.4	Family Intervention Project Casework		7 Years	Common Practice	Destroy
10.5	Family Intervention Project Information		7 Years	Common Practice	Destroy
10.6	Police Reform Information		TBC	TBC	TBC
10.7	PPO Profile meeting papers		TBC	TBC	TBC
10.8	HM Government restricted data relating to information held under the Civic Contingencies Act		TBC	TBC	TBC
10.9	Program Participants		TBC	TBC	TBC

11. Wellbeing Hubs (Core, Weight Management, Pre-Diabetes, Get Active)

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
11.1	Contact details of clients on database	Address Phone Numbers Email Address Date of Birth	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
11.2	Personal details of clients on database/Information at Work	Case Studies Medical Conditions Weight BMI GP Details	3 years from end of intervention and/or closure of client case	Common Practice	Destroy

12. Wellbeing Hubs (Commissioned Projects)

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
12.1	Anonymised data only received by Councils from all external suppliers				

13. Going Local

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
13.1	Individual personal (and sometimes sensitive) data of individuals who have used the service.	Name, address, medical conditions.	2 years after the case has been closed.	Agreed by individual with consent form and common practice.	Automatically destroyed by Mats application.

14. Adur Community Grants

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
14.1	Personal information of groups who have applied for grants	Contact details	One year after project end for contact details.	All that it is needed for.	Manually destroy/delete files.
		Bank details for grant payments	One month for bank details.		

15. Revenues

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
15.1	Revenues Billing Records	(letters discount/ exemption forms/ income details s56 onwards/ Bank account details)	Length of occupancy (liability) or 6 year statute of limitations	Local Government Act 1992	Destroy
15.2	Liability order records / recovery records (including means inquiry and bailiff records)	Signed liability order Reminders issued	6 years / age of debt	Council Tax (collection and enforcement) regulations 1992	Destroy
15.3	Valuation Tribunal Records	Tribunal submissions and relevant paperwork	Statute of limitations	Local Government Finance Act 1988 / Local Government Act 1992	Destroy
15.4	NNDR Billing records (letters/ banking details)	Billing letters	Length of occupancy / liability, or 6 year state of limitations	Local Government Finance Act 1988	Destroy
15.5	Relief Applications	Single person discount	Length of liability	Local Government Finance Act 1988	Destroy

16. Museums and Theatres [No longer in use - archived]

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
	Artist/Show Contracts		12 years		Destroy
	Bad debtors sheet		1 month		Destroy
	Promotor Financial Contracts		3 months		Destroy
	Settlements / invoices		13 months		Destroy
	Correspondence regarding deals and bookings for shows /acts		12 years		Destroy
	Casual starter pack		1 month		Destroy
	HMRC entertainers statement		5 years		Destroy
	Sales forecast		5 years		Destroy
	Staff and volunteer contact info		12 months		Destroy
	Supplier of goods and services		Indefinitely		Destroy
	Emailing list		Indefinitely		Destroy
	Donors of artefacts		Indefinitely		Destroy
	Exhibitors and exhibitions		Indefinitely		Destroy
	Copyright holders for section of fine art collection		70 years from death of artist		Destroy
	Workshop talks/attendance lists		1 month		Destroy
	CoastEd Schools List		Indefinitely		Destroy
	Other Museums and Institutions		Indefinitely		Destroy
	Friends list		Indefinitely		Destroy
	Accident forms		18 years		Destroy
	Staff contact info		For duration of staff employment only		Destroy
	Suppliers of goods and services		7 years		Destroy
	List of past and current hires		18 months		Destroy
	List of weddings held at town hall		2 years		Destroy

16. Museums and Theatres [No longer in use - archived]

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
	Invoices and settlements for venue hires		Indefinitely		Destroy
	Invoices for wedding ceremonies		Indefinitely		Destroy
	Booking information on private hires		Indefinitely		Destroy
	Customer correspondence		Indefinitely		Destroy
	Email correspondence for weddings		Indefinitely		Destroy
	Customer sales records		5 years		Destroy
	Box office system records of customer financial transactions		5 years		Destroy
	Payment gateway – record of customer financial transactions made by card		4 years		Destroy
	Details of show promotors		Indefinitely		Destroy
	Waiting list for sold out shows		5 years		Destroy
	Access Registry		5 years		Destroy
	Ticket address labels		2 days		Destroy
	Contracted productions		Indefinitely		Destroy
	Contracted hires		Indefinitely		Destroy
	External special guest list		Indefinitely		Destroy
	Targeted businesses from ‘Better Business’ show		2 months		Destroy
	General local business		5 months		Destroy
	LTLI launch list		5 months		Destroy
	Trust and Foundations		Indefinitely		Destroy
	High Networth Donors		Indefinitely		Destroy

16. Museums and Theatres [No longer in use - archived]

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
	Other funding bodies		Indefinitely		Destroy
	Booking Diary		1 year		Destroy
	Groups list to add to mailing list		Indefinitely		Destroy
	Professional list		Indefinitely		Destroy
	Thankyou consent		Indefinitely		Destroy

17. Benefits

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
17.1	Benefit claim files	(household/ income/ capital details, bank accounts/ landlord details)	Life of claim/ statute of limitations	Social Security Administration Act 1992 (Housing Benefit general regulations 1987 Council tax benefit general regulations 1992 Decision making and appeal regulations 2001	Destroy
17.2	Overpayment records	Overpayment decision letter	Six years or life of debt	Social Security Administration Act 1992 (Housing Benefit general regulations 1987 Council tax benefit general regulations 1992 Decision making and appeal regulations 2001	Destroy
17.3	Benefit Fraud files	Witness statements Bank statements	Six years or life of debt	Social Security Administration Act 1992 (Housing Benefit general regulations 1987 Council tax benefit general regulations 1992 Decision making and appeal regulations 2001, Social Security Administration Act 1997	Destroy
17.4	Benefit Tribunals	Appeal submissions Decision letters	Statute of limitations	DMA 2001	Destroy
17.5	£500 Self-Isolation payments	Applicant details	TBC	COVID-19 Government scheme	Destroy

18. Planning

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
18.1	Production of Planning Policy Documents	Local Plan Supplementary Planning Documents Representations Inspector's report	Until document is superseded	Town and Country Planning Act 1990 Planning and Compulsory Purchase Act 2004 Limitations Act 1980	Offer to archivist / destroy
18.2	Evidence Base documents	Land use surveys Supporting studies Consultancy work	Reviewable – destroy records as they become obsolete or are no longer required		Offer to archivist / destroy
18.3	Conservation Character Appraisals	Consultation docs Appraisal	Indefinitely (until superseded)		Offer to archivist / destroy
18.4	S106 / Community Infrastructure Levy	Legal agreement Liability Forms etc Other documentation	Business need – previous experience of issues arising		Destroy

19. Planning Development Management

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
19.1	Planning application form	The form submitted with any planning application, listed building consent, tree works	Indefinitely	Statutory	N/A
19.2	Officer report / assessment sheet (delegated applications)	Report outlining representations received, relevant planning policies and the reasons for approving or refusing permission	Indefinitely	Statutory	N/A
19.3	Site visit notes (unless incorporated into 2.2)	Record visit to site	Indefinitely	Statutory	N/A
19.4	Copy of newspaper advert where there is a statutory requirement to advertise, i.e. Listed buildings, conservation areas	Advert in Shoreham/Worthing Herald	Indefinitely	Statutory	N/A
19.5	Committee report (if committee)	A report to the Planning Committee	Indefinitely	Statutory	N/A
19.6	Approved / refused plans	The plans which formed the basis for the decision	Indefinitely	Statutory	N/A
19.7	Decision notice	Record of the Council's decision	Indefinitely	Statutory	N/A
19.8	Subsequent approved minor amendment plans	This is a separate application so subject to the policy in respect of planning application forms	Indefinitely	Statutory	N/A
19.9	Discharge of condition details	Details submitted in respect of a discharge of condition. Solicitor/land charges enquiries often require this information	Indefinitely	Statutory	N/A
19.10	Letter confirming compliance with a condition	As above	Indefinitely	Statutory	N/A
19.11	Appeal submission form	Details of appeal against refusal of previous decision	Indefinitely	Statutory	N/A
19.12	Appeal decision from the planning inspectorate	Independent decision in respect of planning appeal	Indefinitely	Statutory	N/A
19.13	Duplicate copy of plans and the application form	Files from 2007 are held in the secure basement at Worthing Town Hall. Duplicate copies are retained as there may be a requirement to measure plans before development becomes immune from enforcement action (up to 10 years)	Can be removed when the files are more than 10 years old and have been indexed onto the electronic system	Statutory	In confidential bin
19.14	Superseded plans	Plans which do not form part of the decision	Will be retained electronically when already scanned, but where old files are being scanned and currently such plans exist in paper form, they can be removed if the file is transferred electronically	Statutory	In confidential bin
19.15	Representation letters provided that these have been recorded in the retained office report	Received during the consultation period of a planning application	Will be retained electronically when already scanned, but where old files are being scanned and currently such plans exist in paper form, they can be removed	Statutory	In confidential bin
19.16	Consultation responses as per 2.15	Received during the consultation period of a planning application	Will be retained electronically when already scanned, but where old files are being scanned and currently such plans exist in paper form, they can be removed	Statutory	In confidential bin

19. Planning Development Management

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
19.17		Validation checklist Notification that an application has been received Letter to the applicant stating Building Regulations may be required Copy of the history card List of neighbours consulted (if produced) Letters regarding application progress Covering letter with applications	Some elements primarily exist on historic files and not normally retained on applications submitted post joint service arrangements. Where historic files are scanned/indexed, these documents can be removed		
	General correspondence not material to the decision made	Post-decision correspondence		Statutory	In confidential bin

20. Pre-Diabetes

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
20.1	Personal details of clients on database/Information at Work	Address Phone Numbers Email Address Date of Birth	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
20.2	Personal details of clients on database/Information at Work	Case Studies Medical Conditions Weight BMI GP Details	12 months from end of intervention and/or closure of client case	Common Practice	Destroy

21. Weight Management

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
21.1	Personal details of clients on database/Information at Work	Address Phone Numbers Email Address Date of Birth	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
21.2	Personal details of clients on database/Information at Work	Case Studies Medical Conditions Weight BMI GP Details Weight loss tracking Tanita scales print out	3 years from end of intervention and/or closure of client case	Common Practice	Destroy

22. Get Active

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
22.1	Personal details of clients on database/Information at Work	Address	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
		Phone Numbers			
		Email Address			
		Date of Birth			
		Case Studies			
		Medical Conditions			
		Weight			
		BMI			
		GP Details			
		Emergency contact details			

23. IT Junction

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
23.1	Personal details of Programme Volunteers	Name Address Phone Numbers Email Address Date of Birth Medical Conditions Emergency Contact details Background checks are carried out Disability or Learning difficulty	3 months from end of their Volunteer placement	Agreed by individual with consent form and common practice.	Destroy

25. Service Directory

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
25.1	Professional details	Name of professionals Phone Numbers Email Address	1 year	Common Practice	Destroy

27. Prostate Cancer Drop In

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
27.1	Contact details of clients wanting a follow up call on database	Name Email address Phone numbers	3 months from follow up call made.	common practice	Destroy

28. Probation and Wellbeing

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
28.1	Personal details of clients on database/Information at Work/ risk assessment	Address	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
		Phone Numbers			
		Email Address			
		Date of Birth			
		Case Studies			
		Medical			
		Conditions			
		Weight			
		BMI			
		GP Details			
		Emergency			
		Contact details			
		Risk assessment			
		Other relevant information from probation service regarding offending history, interventions in place /offered			
		Probation officer case worker: name and contact details			

30. Anti-Social Behaviour

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
30.1		Reports of ASB			
		Name of victim			
		Address of victim			
		Name of perpetrator			
		Address of Perpetrator			
		History of offending		Section 115 Crime and Disorder Act	
	E-Cins cloud-based case management system	Details of Mental Health/ physical health conditions where relevant to the case.	2 years where enforcement action taken or 6 months from date of last report if no enforcement	Duty to Safeguard	Remove case from E-Cins

31. Parking Services

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
31.1	Civil Enforcement Officer Pocket Books	Pocket book notes	2 years where pocket books are used	Statute of Limitations Act	Destroy
31.2	Penalty Charge Notices	PCNs on & off street	6 years	Statute of Limitations Act Traffic Management Act 2004 The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007 The Traffic Management Act 2004 (Commencement No. 5 and Transitional Provisions) (England) Order 2007 The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2008 The Traffic Management Act 2004 (Commencement No. 5 and Transitional Provisions) (England) (Amendment) Order 2008 The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2009 The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2015 The Civil Enforcement of Parking Contraventions (England) General (Amendment No.2) Regulations 2015 Operational & Statutory Guidance	Destroy
31.3	Incident reports	Record of events by Civil Enforcement Officers	6 years	Common Practice & Statute of Limitations	Destroy
31.4	Appeals against Penalty Charge Notices (On & Off St)	Letters Emails Online appeals	6 years	Statute of Limitations Act Traffic Management Act 2004 The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007	Destroy
31.5	Hand Held computer downloads	Notes made by the Civil Enforcement Officer	1 year from the case being closed	Statute of Limitations Act	Destroy
31.6	Photos of vehicles parked in contravention	Photos taken by the Civil enforcement officer	1 year from the case being closed	Statute of Limitations Act & Traffic Management Act 2004 The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007	Destroy
31.7	DVLA records	Registered keeper details of a vehicle	System redacts data 1 year from case being closed	Statute of Limitations Act & Traffic Management Act 2004 The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007	Destroy

31. Parking Services

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
31.8	ANPR MSCP - Photos of vehicle number plate	Photos of vehicles entering the Multi-Storey Car Park	System automatically rewrites information after 30 days	The Borough of Worthing (Off Street Parking Places) Consolidation Order 2007 as amended	Destroy
31.9	Subscriber details on Pulsar	Validation deal customers & season ticket holder customers	Removed once permit/concession has expired	The Borough of Worthing (Off Street Parking Places) Consolidation Order 2007 as amended	Destroy
31.10	Test Tickets		No legal requirement to keep	Common Practice	Destroy
31.11	Permit application forms & renewals	Applications & renewals for permits	No legal requirement to keep, however can be kept as long as may be useful – Keep for 1 year	Common Practice & West Sussex County Council (Worthing) (Parking Places & Traffic Regulation (Consolidation) Order 2007 as amended West Sussex County Council (Adur District) (Parking Places & Traffic Regulation) (Consolidation) Order 2009 as amended	Destroy
31.12	Dispensations & Waivers & suspension applications	Application for dispensations, waivers and suspension requests	No legal requirement to keep, however can be kept as long as may be useful – Destroy after application processed	West Sussex County Council (Worthing) (Parking Places & Traffic Regulation (Consolidation) Order 2007 as amended West Sussex County Council (Adur District) (Parking Places & Traffic Regulation) (Consolidation) Order 2009 as amended	Destroy
31.13	Banking summary sheets		Minimum of 3 Years as per Finance Regulations	Common Practice & Financial Regulations	Destroy
31.14	Newsletters, Press Articles, Minutes of meetings, leaflets		No legal requirement to retain for a specified period	Common Practice	Destroy
31.15	Permit waiting list	List detailing those on the waiting list for a permit	No need to keep at all legally – Remove details once they have been issued with a permit	Common Practice & West Sussex County Council (Worthing) (Parking Places & Traffic Regulation (Consolidation) Order 2007 as amended	Destroy
31.16	Season ticket list	List detailing existing season ticket holders	No need to keep at all legally – Remove details when expired or cancelled	The Borough of Worthing (Off Street Parking Places) Consolidation Order 2007 as amended The Adur District (Off Street Parking Places) (Civil Enforcement & Consolidation) Order 2011 as amended	Destroy

31. Parking Services

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
31.17	Season ticket application forms	Application forms for season tickets for car parks	No legal requirement to keep, however can be kept as long as may be useful – Keep application for 1 year	The Borough of Worthing (Off Street Parking Places) Consolidation Order 2007 as amended The Adur District (Off Street Parking Places) (Civil Enforcement & Consolidation) Order 2011 as amended	Destroy
31.18	Market concessions / Event Parking application forms	Application forms for concessionary parking for car parks	No legal requirement to keep, however can be kept as long as may be useful – Keep application for 1 year	The Borough of Worthing (Off Street Parking Places) Consolidation Order 2007 as amended	Destroy
31.19	Validation deal application form	Application forms for town centre workers for concessionary parking in car parks	No legal requirement to keep, however can be kept as long as may be useful – Keep application forms for 6 months	The Borough of Worthing (Off Street Parking Places) Consolidation Order 2007 as amended	Destroy
31.20	Window cleaner application form	Application forms for window cleaners	No legal requirement to keep, however can be kept as long as may be useful – Destroy once application has been processed. Personal details will be kept for 1 year on the system	West Sussex County Council (Worthing) (Parking Places & Traffic Regulation (Consolidation) Order 2007 as amended West Sussex County Council (Adur District) (Parking Places & Traffic Regulation) (Consolidation) Order 2009 as amended	Destroy
31.21	Business badge application form	Application forms for business badge applications	No legal requirement to keep, however can be kept as long as may be useful – Destroy once application has been processed. Personal details will be kept for 1 year on the system	Common Practice West Sussex County Council (Worthing) (Parking Places & Traffic Regulation (Consolidation) Order 2007 as amended The Adur District (Off Street Parking Places) (Civil Enforcement & Consolidation) Order 2011 as amended	Destroy
31.22	Refund Documentation	Bank statements/proof of payment	Destroy 1 month after refund processed	Common Practice	Destroy

31. Parking Services

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
31.23	Staff Permit list	List detailing staff who have subscribed to a staff season ticket Lists regarding staff vehicles parking in the car park	No legal requirement to keep, however can be kept as long as may be useful – Destroy if staff opt out or leave the service	Common Practice	Destroy
31.24	Accident/Injury forms	Details accident or injury	7 years and longer if it is a result of a RIDDOR reportable incident then at least 10 years	Health & Safety Regulations	Destroy
31.25	Car Parks Operational handover paperwork	Details of inspections for each site	Statute of Limitations	Common Practice	Destroy
31.26	CCTV	Images of vehicle passengers, payment area of car parks	Images stored for 31 days	Common Practice	Destroy

34. Information Governance

Ref	Record	Retention Period (years)	Disposal Trigger	Reason	Disposal Policy
34.1	RFI Request & Response	6	Closure	s.2 Limitation Act 1980 (tort claims)	Permanent deletion
34.2	SAR Request & Response	6	Closure	s.2 Limitation Act 1980 (tort claims)	Permanent deletion
34.3	Data Subject Rights Register (DP45) (Anonymised)	6	Last anonymised case - Register discontinued	Statistics & training	Permanent deletion
34.4	Other Data Subject Rights - Request & Response	6	Closure	s.2 Limitation Act 1980 (tort claims)	Permanent deletion
34.5	Breach Report	6	Closure	s.2 Limitation Act 1980 (tort claims)	Anonymise
34.6	Breach Report (Anonymised)	2	Anonymisation	Statistics & training	Permanent deletion
34.7	Data Protection Impact Assessments	2	Processing stops	To comply with DPO obligations	Permanent deletion
34.8	RFI/DPA Complaints/Appeals - Internal, ICO and Information Tribunal	6	Closure	s.2 Limitation Act 1980 (tort claims)	Permanent deletion
34.9	RFI/DPA Appeals Register	6	Last closed case - Register discontinued	s.2 Limitation Act 1980 (tort claims) Statistics & training	Permanent deletion
34.10	Staff guidance and training records	6	Closure	To comply with DPO obligations	Permanent deletion
34.11	Third party personal data requests	6	Closure	s.2 Limitation Act 1980 (tort claims)	Permanent deletion

35. Business Support

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
35.1	Road closure applications	Sealed order / Mats	current year and previous year	Common practice	Destroy/Delete
35.2	Overtime	Employees form either paper or emailed	rolling 12 months	Common practice	Destroy/Delete
35.3	Post handling - incoming post	Correspondence from public	3 months	Common practice	Destroy/Delete
35.4	ID Cards	Stored on Salto machine	Period of employment	Common practice	Destroy/Delete
35.5	Rail Warrants	eform submitted via the intranet	rolling 12 months	Common practice	Destroy/Delete
35.6	External Room Bookings	eform submitted via the internet	Current year and previous year	Common practice	Destroy/Delete
35.7	Administer access to staff car park	Info held on spreadsheet	Period of employment	Common practice	Destroy/Delete

36. Colonnade House

Ref	Record	Examples	Retention period	Authority	Disposal
36.1	Hire agreements	Paper and electronic copies of gallery hire agreements	7 years	Statutory	Paper copies shredded securely. Electronic copies held on file deleted after 7 years. Completed, voided or declined documents on Docusign are purged after 30 days.
36.2	Tenancy agreements	Paper and electronic copies of gallery hire agreements	7 years	Statutory	Paper copies shredded securely. Electronic copies held on file deleted after 7 years. Completed, voided or declined documents on Docusign are purged after 30 days.
36.3	Insurance details	Tenants and hirers send copies of their insurance cover	While valid and /or for duration of tenancy or hire	Condition of lease agreement	Electronic copies deleted once out of date.
36.4	Bank details	If payments are made to tenants (sale of work, refunds etc) their BACS details are sent by email and then entered into the Adur & Worthing Trust Natwest account.	While individuals are still in a contractural relationship with Adur & Worthing Trust	Common practice	Payee information for individuals is deleted from the bank account once there is no longer an on-going business relationship
36.5	Data on third party sites	Mailchimp, Eventbrite etc	Indefinite - but customer can unsubscribe at any time	Consent of data subject	Removed from third party database in accordance with their policies
36.6	Accounts	Invoices to tenants and hirers are held on Quickbooks	6 years	Statutory	This wil be discussed with the accountants when the first seven year period is reached in 2021.
36.7	Online forms	Tenancy applications, comment/feedback forms,	Tenancy applications remain 'live' unless withdrawn, or applicant enters into a tenancy. Other survey data will be used for stated purpose, and retained according to consent obtained in each case and in line with our privacy notice.	Consent of data subject	Delete relevant records from google forms. Information retained for monitoring purposes does not contain personal data.
36.8	Photo permission forms	Permission for use of photos of people (including young people) in project reports, online and other forms of publication	Six years	Consent of data subject	Secure shred or delete after period expires.

37. Sustainability Service

Ref.	Service Name	Records Description	Where stored	Type of data	Retention period (years)	Retain until
37.1	Sustainability	Personal e-mails	Digital (Drive)	Personal		As long as individual remains elector within Adur & Worthing
37.2	Sustainability	Staff Details	Digital (Drive)	Personal		Until deletion requested
37.3	Sustainability	Database of Sustainability Contacts	Digital (Drive)	Personal		Until deletion requested
37.4	Sustainability	Contract for services/consultancies	Case File & Digital		From the date of completion – 6 years.	
37.5	Sustainability	MoUs relating to projects or funding	Case File & Digital		Duration of contract plus retention period required by grant	
37.6	Sustainability	Tenant information	Digital (Drive)	Personal	Duration of tenancy	

45. Human Resources and Payroll

Ref.	Service Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
45.1	Payroll	All records relating to the administration of parental leave	HMRC - Compliance Handbook Manual CH15400	Date of birth of child	18yrs	
45.2	Payroll	All records relating to the administration of Statutory Maternity Pay including shared leave records	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) Maternity and Paternity regulations (1999)	Tax year in which the maternity period ends	3yrs	
45.3	Payroll	All records relating to the administration of Statutory Sick Pay	The Statutory Sick Pay (General) Regulations 1982 (SI1982/894)	Tax year to which the sick pay relates	3yrs	
45.4	Payroll	Pension Information all records	Pension Regulator	Minimum 6 years dependant on the confidence in the quality of the information held by the administering body	6yrs	
45.5	Payroll	Income tax and NI returns, income tax records and correspondence with HMRC	The Income Tax (Employments) Regulations 1993(SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631)	Not less than 3 years after the end of the financial year to which they relate	6yrs	
45.6	Payroll	Wage/salary records (also overtime, bonuses, expenses, salary sacrifices, ad hoc payments)	Taxes Management Act 1970 Working Time regulations (1998) HMRC - Compliance Handbook Manual CH15400	6 years after the end of the financial year to which they relate	6yrs	
45.7	Payroll	Leavers records	General retention period for accounting records	6 years after employment ceases	6yrs	
45.8	Payroll	HMRC agreements	Recommended practice CIPD	Date of agreement/correspondence	Indefinitely	
45.9	Payroll	Car Documents Insurance, MOT, V5, Photocard Driving Licence	Audit requirement	Date of expiry of documents	6 yrs max	
45.10	Recruitment	The selection process paperwork of an individual for an established position whether successful or not	Equality Act 2010	Recruitment finalised	6m	
45.11	Recruitment	All records relating to the appointment of Statutory Officers	Equality Act 2010	Creation of records	Permanent	
45.12	Recruitment	All records relating to the selection process for Statutory Officers including DBS checks	Equality Act 2010	Date of appointment	5yrs	
45.13	Recruitment	Engagement of contractors / consultant and casuals.All records relating to the checking/vetting of contractors and supplier staff	DBS guidance for employers Equality Act 2010	Date check carried out	6m	
45.14	Recruitment	All records relating to employee health screening	Equality Act 2010	health test / screening	Health screening 6yrs	Test results held on file until renewed
45.15	Recruitment	records of documents sufficient to establish that the worker has the right to work in the UK, evidenced by a number of specific documents	Immigration, Asylum and Nationality Act 2006 (section 21) & Immigration (Restrictions on Employment) Order 2007 (SI2007/3290). art	Termination	2yrs	2 years post employment

45. Human Resources and Payroll

Ref.	Service Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
45.16	Recruitment	All records relating to the management of the provision of staff references		Date of reference	6m / duration of probation	
45.17	Recruitment	Next of Kin detail		Termination	End of service date	
45.18	Recruitment	Equality data	Equality Act 2010		6yrs	
45.19	Recruitment	Starters and leavers data			6yrs	
45.20	Recruitment	Terms and conditions - All records relating to an individual's employment history - eg: change in hours, extension to contract, salary increase	Limitation Act 1980 (Section 2) Contract of Employment	Termination	6yrs	
45.21	Recruitment	Induction and probation data		To keep until confirmed in post	6-11 m	
45.22	Recruitment	Politically restricted posts	Limitation Act 1980 (Section 2)			
45.23	Trade Union	Facilities agreement, list of representatives				
45.24	Occupational health	Health Referral and report files		Date of birth	85yrs	
45.25	Occupational health	Health Surveillance forms		Date of questionnaire	40yrs	
45.26	Line Management	All 121 records relating to staff performance			rolling year period	
45.27	Line Management	All manager data relating to team member		Delete on termination of employment	Service end date	
45.28	Working time	All records relating to the process of monitoring staff leave and attendance (including Jury service excluding sickness absence)	Working Time regulations (1998)	Date action completed	2yrs	Time management
45.29	Working time	All records relating to the management of staff annual leave		Creation of records	3yrs	Annual leave
45.30	Working time	Records relating to a formal flexible working request	Good practice (CIPD)	To keep from date of any appeal	18m	
45.31	Working time	Flexi time sheets			2-3yrs	
45.32	Training	All records relating to staff operational training including certificates, awards & exam results,		Date training completed	6yrs	
45.33	Training	Training plans	Operational document regularly maintained		n/a	
45.34	Training	Information relating to commissioning of training courses				
45.35	Training	Learning and development course information, joining instructions, attendance lists booking forms, feedback forms			3yrs?	
45.36	Training	Data of any course cancellations and any costs incurred			1yr	
45.37	Training	Training reports and analysis	Limitation Act 1980 (Section 2)		2-3yrs	
45.38	Health and safety	First aid	Health and Safety Regulations (1981)	Date completed	6yrs	

45. Human Resources and Payroll

Ref.	Service Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
45.39	Health and safety	Control of Substances Hazardous to Health	COSHH Regulations (1999), 2002)	Date commenced employment	40yrs	
45.40	Health and safety	Control of Asbestos at work	Control of Asbestos at Work regulations (2002, 2006, 2012) regulations	Date commenced employment	40yrs	
45.41	Employee Relations	Employment policies and guidance		Date policy or guidance superseded + 6 years	6-7 years	
45.42	Employee Relations	All records relating to the reorganisation of the internal workforce of the council	Limitation Act 1980 (Section 2)	Date reorganisation is completed	6yrs	
45.43	Organisation Development	OD development work plans		Retain for life of the project		
45.44	Employee Relations	All records relating to the management of staff consultation and feedback - redesigns	Limitation Act 1980 (Section 2)	Date consultation completed	6yrs	
45.45	Employee Relations	Workforce planning data			6yrs	
45.46	Employee Relations	Case files relating to formal performance management		Close of case	1yr	
45.47	Employee Relations	Case files relating to Disciplinary matters	Limitation Act 1980 (Section 2)	Close of case	6yrs	
45.48	Employee Relations	Casework: Disciplinary where the case results in dismissal	Limitation Act 1980 (Section 2)	from when case closed	6yrs	
45.49	Employee Relations	Casework: Disciplinary where the case results in no case to answer		From when investigation is concluded	0	End of the investigation
45.50	Employee Relations	All records relating to staff transferred to other organisations (TUPE)	Transfer of Undertakings (Protection of Employment) Regulations 2006	Date of leaving organisation	6yrs	
45.51	Employee Relations	Any grievances cases (includes harassment, bullying allegations)	Limitation Act 1980 (Section 2)	Date case resolved	6yrs	
45.52	Employee Relations	Records relating to formal absence management (excluding medical reports)		Year records created	1yr	
45.53	Employee Relations	Sickness monthly reports			current year plus one year	
45.54	Employee Relations	Sickness Absence annual reports			three years not personalised but figures of absence for comparative reporting	
45.55	Employee Relations (Legal)	Whistleblowing - Allegations, investigation and findings	Public interest disclosure Act (1998(IAPP practice recommended)		6m if found, deleted if unfounded	
45.56	Employee Relations	Settlement agreements			6yrs	
45.57	Employee Relations	All records relating to individuals who are made redundant		DOB of the individual made redundant, selection criteria, date of redundancy	80yrs	

45. Human Resources and Payroll

Ref.	Service Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
45.58	Employee Relations	Industrial Action			6yrs	
45.59	Disclosure of interests	All records relating to the disclosure of financial and non-financial officer interests that could conflict with the Council's interest	Local Government Act 1972	Termination of employment	1yr	
45.60	Gifts and hospitality register	All records relating to gifts or corporate hospitality	Limitation Act 1980 (Section 2)	From financial year of receipt	6yrs	
45.61	Employment tribunals	All records relating to employment tribunal	Limitation Act 1980 (Section 2)	Year records created	6yrs	
45.62	Long service	Data relating to long service awards			6yrs	
45.63	End of service	Early retirement case information	Good Practice (CIPD)	From date of early retirement	6yrs	
45.64	End of service	Death in service	Good Practice (CIPD)	From date of death in service	6yrs	
45.65	End of service	Exit interview information				
45.66	Job Evaluation data	Information relating to panel outcomes and total scoring	Limitations Act 1980, Equality Act 2010		6yrs	
45.67	Job Evaluation data	Job descriptions and personal specifications	Limitations Act 1980, Equality Act 2010			
45.68	Other	Team meeting and agendas				
45.69	Other	Staff Directory		Maintain for operational need	0	

46. Health and Safety

Ref.	Record Name	Records Description	Retention period (years)	Legislation Name	Retain until
46.1	Accident report records	Accident book	Adults - 5 years after accident has been reported. (Injured party has 3 years in which to report the accident) Children – 5 years after attaining the age of 21yrs	Statutory	Destroy
46.2	Display screen assessment and Personal Evacuation Egress Plans		Life of assessment or plan plus 5 years	Statutory	Destroy
46.3	Risk assessments	Fire	Life of assessment plus 5 years	Statutory	Destroy
46.4	Risk assessments	Ladders COSHH Manual Handling Working at Height Confined space working All work areas where legislation requires assessment	Life of assessment plus 5 years	Statutory	Destroy
46.5	Risk assessments	Asbestos Cement Lead	Life of assessment plus 40 years	Control of Substances Hazardous to Health Regulations (1999)	Destroy
46.6	Permits to work	First Aid Certificate Fire Safety Certificate	Life of certification plus 5 years	Health and Safety (First Aid Regulations) (1981) Fire Precautions (Workplace) Regulations (1997)	Destroy
46.7	Nominations & Appointments Reviewable	Fire Wardens First Aid Officers Health and Safety Officers	Reviewable Destroy records as they become obsolete or are no longer required		Destroy
46.8	Internal Health & Safety records	Monitoring results	Life of record plus 5 years	Statutory	Destroy

47. Emergency Planning

Ref.	Record Name	Records Description	Retention period (years)	Legislation Name	Retain until
47.1	Contact Information - keyholders	Name; Contact Telephone number	~~Continued retention until subject is no longer a keyholder.~~ Reviewed every year. Old contact information is removed immediately.		Destroy
47.2	Contact Information - Staff	Name Contact Telephone number	Deleted upon termination of employment.		Destroy
47.3	Casualty Bureau Forms	Name Address Age Gender Date of birth Medication Medical conditions Next of kin	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings		Destroy
47.4	Major Incident data;	Emails Correspondence Reports Name Address Age Medical conditions	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings		Destroy
47.5	Major incident Decision Log / Meeting Records		10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings		
47.6	Emergency plans	Officer role Responsibilities Procedures	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings		Destroy
47.7	Exercising and Training Records	Participants details Records of decisions Qualifications Training and exercising material	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings		Destroy

47. Emergency Planning

Ref.	Record Name	Records Description	Retention period (years)	Legislation Name	Retain until
47.8	Internal Health & Safety records	Monitoring results	3 years	Statutory	Destroy
47.9		Test emergency/ disaster plan	10 years		Destroy
47.10	Emergency plans	Major incident plan	Permanent		Offer to Archivist

48. Customer Services/Customer insight/Social media/Complaints

Ref	Record	Example	Storage media	Retention Period	Authority	Disposal policy
48.1	Call Recordings	Recordings by team leaders for training purposes/customer complaints	Digital - Team leaders' shared drive	8 weeks	Common Practice	Destroy
48.2	Personal details of customers on database	Name, Address, e-mail, contact numbers	Digital (MATS)	Permanent.	Common Practice	
48.3	Internal messages from colleagues	CRM call backs	Digital - Gmail	30 days after last action	Common Practice	Messages that have been in the bin for 30 days are deleted automatically.
48.4	Notes taken by staff during telephone conversations	Name, Address, e-mail, contact numbers,	Paper and digital - Google docs or notepad	1 day	Common Practice	Destroy
48.5	Customer feedback	Customer complaint	Digital - Mats	Anonymised 2 years from the last customer contact	Common Practice -	Destroy
48.9	Staff records	Notes relating to staff sickness	Digital - Team Leaders' shared drive	12 months	Common Practice	Destroy
49.9	E-mails	Customer enquiry by e-mail (Adur helppoint)	Digital - Gmail	30 days after last action	Common Practice	Destroy
49.1	Social media	Private messages from customers may include account numbers, name, etc	Social media platforms - Facebook, Twitter	Permanent	Common Practice	